

12 September 1952

REPORT FOR THE WEEK OF 8 - 12 SEPTEMBER

To:

[Redacted]

STATINTL

From:

Management Training Division

STATINTL

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I. Outstanding Achievements

During this week, [Redacted] and I will have completed fourteen presentations in training supervisors in the use of the Personnel Evaluation Report. The following offices have been covered this week: OCI, ORR, OSI, I&SO, OIC, and The Comptroller.

II. Developing Plans

[Redacted] has prepared a memorandum for general distribution regarding an orientation program for all new cleared clerical personnel. This program will begin on 22 September.

An initial briefing meeting for all Evaluations Officers in DDP will be held during the week of 22 September,- probably on 24 or 25 September.

III. Contributions by TRG

No report.

IV. Contributions to TRG by Others

No report.

V. Requests for Special Training

No report.

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[Redacted]

Chief, Management Training Division

25 YEAR RE-REVIEW